

# 31st Annual Night Out Event Registration Form

Check one: Apartment Complex\_\_\_\_\_ Community Group \_\_\_\_\_ Church \_\_\_\_\_ Business \_\_\_\_\_

Business, Apartment, Group or Church Name \_\_\_\_\_

Location of Event \_\_\_\_\_

Time of Event (start time)\_\_\_\_\_ (end time)\_\_\_\_\_

Type of Event \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Person's Mailing Address \_\_\_\_\_

Contact Person's Telephone Number \_\_\_\_\_

Contact Person's E-mail Address \_\_\_\_\_

Estimated number of people attending your event? \_\_\_\_\_

Estimated number of children attending your event? \_\_\_\_\_

Please check what type of involvement you are requesting from the Rocky Mount Police Department for your event.

\_\_\_\_\_ Visitation (example: McGruff, police officer, canine, etc.)

\_\_\_\_\_ Display (example: drug, home security, child safety, etc.)

\_\_\_\_\_ Presentation (example: drug, gang, home security, etc.)

To register your event with the National Association of Town Watch go to [www.natw.org](http://www.natw.org)

Were you able to register your event with the National Association of Town Watch? yes\_\_\_\_\_no\_\_\_\_\_

If you checked no, the Rocky Mount Police Department will register your event for you.

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*If your group needs an amplified sound permit, parade/demonstration permit, would like to host your event at a city park or would like to block off a street, the procedures listed below will need to be followed;*

*Amplified Sound Permit and Parade/Demonstration Permit applications will need to be completed and submitted to the Rocky Mount Police Department by Tuesday, July 29<sup>th</sup>. This form will have to be approved by the Chief of Police.*

*In order to block off a street, a letter must be sent to the City Manager's Office by no later than Monday, July 21<sup>st</sup> with the event name, location, purpose, date, and hours. Streets cannot be blocked for more than 4 hours at a time and if there are residents living on the street, they must sign the letter agreeing that they have been informed about the event and street blockage. Once the City Manager's Office receives this letter with this information, it must be approved by the City Council during the Monday, July 28<sup>th</sup> meeting at 4:00 p.m. in the Council Chamber.*

*If you would like to hold your event in one of the City of Rocky Mount's parks, you will need to contact the City of Rocky Mount Parks & Recreation Department by calling 972-1151 to make to your reservations.*

*(Please note on permit, letter to CMO and when making contact with Parks & Recreation that your event is a National Night Out event)*

***Mail form to: RMPD Community Services Unit, P.O. Drawer 1180, Rocky Mount, NC 27802 or fax to: (252) 972-1399.  
The deadline to register your National Night Out Event with the Rocky Mount Police Department is Tuesday, July 8, 2014.***